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# OSD Update

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The Operational Services Division  
One Ashburton Place, Room 1017  
Boston, MA 02108

98-31  
(Replaces OSD Update 97-30)

TO: Chief Financial Officers, Department Heads and Procurement Management Team Members  
FROM: Philmore Anderson III, State Purchasing Agent  
DATE: March 15, 1998  
RE: **Comm-PASS Posting Procedures**

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As you are aware, since the initial roll-out of Comm-PASS in July of 1996, the Operational Services Division (OSD) has posted all large solicitations (over \$50,000) and subsequent contract award information to Comm-PASS on behalf of Commonwealth Departments. In some cases, items have been sent to OSD as electronic files for OSD staff to upload to Comm-PASS or, as of July of 1997, departments who have successfully completed "Comm-PASS Internal View Certification Training", have posted their own procurement information, via *Comm-PASS - the Internal View*. If someone from your department has successfully completed this training, OSD strongly recommends that this individual post your Comm-PASS solicitations and contract awards instead of the Operational Services Division. OSD has posted a listing of all such certified departments, along with the appropriate contact person, on the OSD/Procurement Team Coordinator Intranet homepage at: [www.osd.state.ma.us/ptc](http://www.osd.state.ma.us/ptc).

Departments which do not have Comm-PASS certification must still submit files to OSD to be posted on Comm-PASS. Given the number of inquiries made to the Comm-PASS Help Desk, we have updated the instructions and forms for submitting files to OSD. We have also clarified the minimum requirements for posting contract information (whether via OSD or direct upload.) The following information is intended to assist you with the Comm-PASS posting and file submission process. *Please Note: If we have any issues regarding your Comm-PASS postings, we will contact the person listed under "Contact Person". If you need the list to contain more than one person, e.g. one for RFR/contract questions and one for Comm-PASS input questions, please make sure to do so.* Should you have any questions about the following information, please feel free to contact the Comm-PASS Help Desk at 1-888-MA-STATE (1-888-627-8283).

## **Developing A Comm-PASS Solicitation Document**

All RFR and contract advertising for procurements with a total contract value over \$50,000 (large procurements) must be posted in Comm-PASS. Comm-PASS may also be used for RFRs having total contract values less than \$50,000 (small procurements), as well as for publishing any other relevant information that state departments want disseminated to the vendor community.

### **1. Prepare the Document for Submission**

It is extremely important that all documents be finalized, and approved by the appropriate department personnel, prior to submission to Comm-PASS. When posting this information online, OSD does not review documents for completeness or accuracy. As soon as a document is posted to the Internet it becomes available for download, and must therefore remain on Comm-PASS in order to avoid confusing anyone who may possess the invalid document. As a result, RFRs once posted, WILL NOT be deleted. Any modification to an RFR, including a full replacement, must be submitted in the form of an amendment to the original document.

When preparing a document, please review and use the following instructions:

#### ***Produce the Files using an Approved Software Package***

All Comm-PASS submission files must be prepared using Microsoft Word, Microsoft Excel, Corel Word Perfect, or Adobe Acrobat Portable Document Format. If you are using any of the software except the Adobe Portable Document Format, please use the *Formatting Guidelines* provided below in preparing your document. The guidelines will help you avoid formatting problems caused when your document is later converted to Adobe Acrobat file format

for upload to Comm-PASS. Should questions arise regarding the formatting guidelines, or if you need additional assistance in preparing your document, please call the Comm-PASS Help Desk at 1-888-MA-STATE.

### **Formatting Guidelines**

- If you allow the software to position your page breaks, or if you use carriage returns to force a page break, your document may not convert correctly (tables broken in the middle, blank pages, etc.). To avoid this problem, please use forced manual page breaks throughout your document.
- Do not use tabs or spaces to format paragraphs. Use the software's format capability to create hanging indents; tables, centered text, etc.
- Always use the software's spell check function prior to submitting your document for upload. Again, OSD Staff are not responsible for proof reading your Comm-PASS submission files.

### **Submission Form**

If you are submitting your documents to OSD instead of posting directly on-line, **prepare the appropriate Comm-PASS Submittal Form** (included at the end of this document.) Information in Comm-PASS can be posted in one of two places, "Open Solicitations" and "Closed Solicitations and Contracts". To ensure that information is posted in the appropriate section, departments must use one of two submission forms; the *Comm-PASS RFR Submittal Form*, for any information to be posted in the "Open Solicitations" category, including any attachments and amendments to the original RFR; and the *Comm-PASS - Notice of Contract Execution Submittal Form* for all information to be posted in the "Closed Solicitations and Contracts" category. These forms provide OSD with all of the information necessary to accurately post your files and related information to the site. These forms must be filled out completely.

### **Include the "Bidder Responsibility Language" within the RFR document.**

It is not possible to know who has downloaded a copy of an RFR from Comm-PASS. It is the bidder's responsibility to check Comm-PASS for any modifications to an RFR. As a result, you must include the following legal language informing the bidder of this responsibility within the body of your solicitation document:

*"This RFR has been distributed electronically using the Comm-PASS system. It is the responsibility of every bidder to check Comm-PASS for any addenda or modifications to a solicitation for which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodation to bidders who submit a response based upon an out-of-date solicitation document. Potential bidders are advised to check the "last change" field on the summary page of solicitations they intend to respond to ensure that they have the most recent solicitation files."*

### **Include the "Bidder Modification Language" within the RFR document.**

An electronic document is more prone to modification by its users. As such, you must also include the following language in each RFR that is posted to Comm-PASS:

*"The bidder may not alter the RFR or its components except for those portions intended to collect the bidder's response (cost pages, etc.). Modifications to the body of the RFR, specifications, terms and conditions, or any other documents that would change the intent of this RFR are prohibited. Any modifications other than where the bidder is prompted for a response will disqualify the response."*

### **Include language that directs Bidders to Standard Documents and Forms.**

The standard RFR Attachments and Forms are available to bidders electronically from the Standard Documents section, of the Comm-PASS *Forms & Information* page, at the following address: (<http://www.comm-pass.com/comm-pass/forms.html>). As the files are already available via the site, you do not need to submit them for inclusion with your solicitation, however, you do need to make reference to the forms within your solicitation. Suggested language for the standard forms which must be included with every submission is as follows:

*"Two forms must be completed by a potential bidder prior to doing business with the Commonwealth, the Commonwealth Terms & Conditions and the Verification of Taxation Reporting Information (W-9) - (Massachusetts Substitute W-9 Form). No bidder will be awarded any contract unless both forms are on file with the Office of the State Comptroller. Terms and Conditions and W-9's only have to be submitted to the Commonwealth once, unless there is a change in the company, i.e. company name, address or contact information."*

*Unlike the Commonwealth Terms & Conditions and Request for Verification of Taxation Reporting Information Forms, a copy of the Standard Contract Form must be completed for each contract a Contractor enters into with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions. Copies of these forms are available through the Comm-PASS Forms & Information Page at <http://www.comm-pass.com/comm-pass/forms.html>.”*

It should be noted that Human and Social Services contracts use the *Commonwealth Terms & Conditions For Human and Social Services* which is different from the standard *Commonwealth Terms & Conditions*, so if you are procuring such services, you must clearly identify the correct form in the above language.

Additional language must be added if you include other forms.

***Include all relevant Bidder Instructions.***

If your RFR requires that a bidder be qualified to respond on the solicitation, please make sure that you include these requirements in the RFR text. Additionally, please provide the bidder with instructions for obtaining any required materials that are not included in the RFR, or distributed in the Comm-PASS system, such as design documents, drawings, etc.

**2. Submit the Files and Forms to Comm-PASS**

OSD can accept your submission via E-mail, by postal mail or hand delivery at the following addresses:

- **E-Mail: [Comm-PASS@State.ma.us](mailto:Comm-PASS@State.ma.us)** - include all electronic files as E-mail attachments;
- **Mail, or Hand Delivery: Comm-PASS Submissions, Operational Services Division, One Ashburton Place, Room 1017, Boston, MA 02108** - include the submission form and the RFR files on 3.5” IBM formatted disk.

**3. Review the Submission on Comm-PASS**

OSD will upload your solicitation documents onto Comm-PASS within 2 business days of receipt of your submission. It is the responsibility of the department contact person to use the Comm-PASS system to review the RFR and supporting documentation. This review should at a minimum include the following checks:

- The information is displayed correctly.
- All of the summary information was posted and is correct (dates, estimated value, file names, etc.).
- All of the attached files are included on the site. (Check the PDF files to ensure the formatting is correct.)

**After A Solicitation Is Closed**

When a RFR closing date is reached, Comm-PASS automatically moves your solicitation from “Open Solicitations” to the “Closed Solicitations” page on the system. The following message appears prominently at the top of the screen to indicate the responses are under review, pending an award notification:

*“This RFR is closed and under evaluation pending a contract award.”*

**Department Responsibility for Closed Solicitations**

It is the responsibility of the department that issued the RFR to post or submit the Notice of Contract Execution documents to OSD **as soon as the contract has been awarded (no later than 60 days of the solicitation close date)**. In the event the RFR responses are still being evaluated and a decision has not yet been made, some form of a **Closed Solicitation Update** must be posted on-line by the department or submitted to OSD for posting. This update will provide information to the bidders and other interested parties of the STATUS of the solicitation evaluation process and will be posted on Comm-PASS on the Closed Solicitation Web Page. In the event a Solicitation has been canceled, the cancellation must be posted on Comm-PASS either by the department or by OSD, to notify the public that this is no longer an active procurement.

**After A Contract Has Been Executed**

**What is Required?**

In order to complete the procurement process, departments must notify bidders of the results of the procurement (see 801 CMR 21.06(12)). Posting this notice on Comm-PASS fulfills this requirement and also achieves the following benefits:

- provides information to other state or municipal contract users about the specifics of the contract, minimizing contract maintenance required by the contract manager;
- provides the Contractor community with information about the procurement, thereby reducing requests for information under the Freedom of Information Act; and
- provides information to prospective bidders about the nature of existing terms and prices of existing contracts.

Exactly what information a department posts on Comm-PASS will depend on the nature of the procurement. However, the Notice of Contract Execution **must include the following information:**

- Department
- Contract reference number
- Start date of the contract
- End date of the procurement (last possible date of service, **including all options to renew**)
- Contract Summary - including the following information, in a narrative that appears on the Web page (not as an attached file):
  - ⇒ Scope/Purpose: Clearly explain the purpose of the contract and identify who can use it.
  - ⇒ Open enrollment: Only if applicable.
  - ⇒ Duration clarification: Clearly explain the term of the contract, i.e. "This is a three year contract with two one year options to extend."
  - ⇒ Awarded Contractors: Either listed, or instructions for where the viewer can locate this information, i.e., "For a complete list of awarded contractors, please refer to the file listed below."
  - ⇒ Where to go for more information: A statement clearly outlining what information can be found in the attached files, as well as any pertinent information about the contract, such as training, vendor fairs, etc.
- List of successful contractors and estimated value of award, if known (may be an attached file).
- List of Respondents (Bidders) who submitted responses to this RFR. Please include names and addresses (may be an attached file).
- Contact Person: Who is the contract manager(s) for this contract? Include Name, Title, Phone Number, E-mail Address, Postal Address, and any other pertinent information (may be an attached file). Note: The Contact Person may be one individual or all members of a Procurement Management Team.

**Other Information** (This information is usually included in an attached file.)

Although only a minimum of information is required, departments are strongly encouraged to use this opportunity to provide enough information to support the successful use of a contract. If you have gone to all of the work to build your RFR, review and evaluate the responses and select a qualified contractor, you will want to make sure you provide enough information for someone to use the contract and to be satisfied with the products and/or services it offers. In addition, the more information you provide in Comm-PASS, the less likely you will be required to produce the information for a Freedom of Information request.

- **Contract Scope & Specifications (Purpose):** The Contract Scope is your opportunity to provide the contract users with enough information to use the contract wisely (and reduce their calls to the Contact Person) and may include the following kinds information:
  - ◆ Terms and Conditions of the contract.
  - ◆ Contract numbers; MMARS title or contract identification numbers (PA or MSA) Note: if the Contract number is different from the Comm-PASS reference number, this must be clearly explained.
  - ◆ Any price indices or schedules; prompt pay discounts; pricing list with applicable discounts etc.
  - ◆ Product support.
  - ◆ Product specifications.
  - ◆ Delivery requirements.
  - ◆ Training and support.
  - ◆ Modifications to contract.
  - ◆ Frequently asked questions.
  - ◆ Identification of M/WBE Contractors, if applicable.
  - ◆ Contract performance measurements. If performance measurements have been built into the contract, tell users about them and let them help monitor the contractor's performance. For example: If part of the performance measurements include a one-week delivery time and the contractor doesn't deliver, the agency can deduct 5% off of their purchase.
- **Evaluation Criteria, Process & Scoring:** Information provided here answers the following questions:

- ◆ What were the RFR evaluation criteria?
- ◆ What was the evaluation process?
- ◆ How were the RFR's scored?
- ◆ What was the score for the various bidders? What were the bid tabulations? (A simple spreadsheet can clearly display the scoring results.)

(Departments should be advised that the Evaluation Criteria, Process & Scoring are the areas of a procurement for which departments receive the most Freedom of Information Requests (FOIs). Providing this information in Comm-PASS, at a time when it is readily available, will eliminate the need for assembling the information at the department at a future date, when it may not be as easily accessible.)

- **Other Contract Information (Describe):** Feel free to provide any other procurement related information you think will help viewers to better understand your contract.

Where possible, we ask that departments use the titles listed in **bold** above. This will provide Comm-PASS with a standard look and feel that will quickly help users find what they need.

## Comm-PASS RFR Submittal Form

All items with an asterisks (\*) MUST BE FILLED IN to have this RFR posted in Comm-PASS.

Requested Posting Date: \_\_\_\_\_ ☐ Check here if this submission is an AMENDMENT for a posting already on Comm-PASS.

### About Your Department:

Purchasing Department\*: \_\_\_\_\_ Business Unit: \_\_\_\_\_

Contact Person for Solicitation (Name): \_\_\_\_\_ Postal Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### About the Request for Response (RFR):

Category\* (Where RFR is to be posted. A listing is provided on the back of this form): \_\_\_\_\_

Subcategory (If applicable): \_\_\_\_\_

RFR Number\*: \_\_\_\_\_ RFR Title\*: \_\_\_\_\_

Value (U.S.\$): \_\_\_\_\_ Description: ("actual" or "estimated"): \_\_\_\_\_

Close Date\*: \_\_\_\_\_ Time\*: \_\_\_\_\_

Is this solicitation for a Statewide Contract, i.e. one which can be used by any state department?\* No: ☐ Yes: ☐

Do you want to require that interested bidders notify of their Intent to Bid? No: ☐ Yes: ☐ If Yes, check here if you want to display the list of interested bidders. ☐

Summary of the RFR\* (Include all mandatory items covered in *OSD Update 98-31*): \_\_\_\_\_

### RFR Document Files:

Title: (What is this file? Request for Response, Attachment, Cost Table, etc.)	File Name (i.e. RFR.doc, rfrcost.xls, etc.)	What Software was File Prepared in? (i.e. Word 6.0, Excel, etc.)
1.		
2.		
3.		
4.		
5.		

☐ Check here if additional files for this RFR posting are listed on a separate page.

☐ I have included all mandatory text in this RFR, i.e. paragraphs regarding Comm-PASS distribution and bidder responsibility, and a paragraph regarding modifying the RFR.

☐ I have included language in this RFR to direct bidders to the Standard Documents section of the Comm-PASS *Forms & Information* page (<http://www.comm-pass.com/comm-pass/forms.html>)

Additional Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

#### For OSD Use Only:

Enter in Comm-PASS by: \_\_\_\_\_ Date: \_\_\_\_\_

\*☐ File problems (and dates), and department contact information, if any, have been noted on back of this form.

Date: \_\_\_\_\_ Problem: \_\_\_\_\_ Spoke to: \_\_\_\_\_ Resolved Date: \_\_\_\_\_

## Comm-PASS Categories and Sub-Categories- PLEASE SELECT ONE CATEGORY FOR YOUR SOLICITATION:

**Architectural & Engineering Services:** Building study and final design services, cost estimating, and other pre-construction planning, architectural and engineering services.

**Clothing & Toiletries:** Clothing and apparel, uniforms and personal hygiene products.

**Construction - Buildings (Vertical):** Construction, construction management, reconstruction, installation, repair and/or demolition of facilities, including selected categories of filed subtrades.

**Construction - Heavy & Highway (Horizontal) (with Sub-Categories):** Bridge construction, marine construction, highway/maintenance projects, lighting, utility and other electrical work.

**Bridge Projects:** The work involved with the construction of any structure (single or multiple span) that spans a body of water, depression, highway, or railway, and affords passage for any combination of pedestrians or vehicles of all kinds, and related utility work.

**Highway Projects:** All work related to the construction/reconstruction and maintenance of single/multi-lane roadway facilities.

**Marine Projects:** The construction/reconstruction activities and maintenance of piers, abutments, harbor improvements, ferry terminal buildings, marine pumpout facilities, channel improvements and other marine related structures or activities.

**Energy, Utilities & Fuels:** Electricity transmission and generation; natural gas, propane and other fuels; utility auditing and other services (excluding construction).

**Environmental Services:** Asbestos removal, hazardous waste remediation, underground tank removal and replacement, wastewater treatment and disposal, and related consulting services necessary for the assessment and mitigation of environmental concerns.

**Facilities/Real Property (with Sub-Categories):** Space leasing services, goods and services related to the maintenance and operation of physical plants, and real property management including property acquisition.

**Acquisition & Disposal Services:** Real property acquisition and disposition, including related title examination and property appraisal services.

**Operations & Maintenance:** All trades, goods and services necessary to maintain facilities including property management, snow removal, landscaping, janitorial, security and laundry services, etc.

**Space Leasing:** Real property leased from a third party.

**Food/Groceries Supplies & Services:** Groceries and related products, equipment and services.

**Human & Social Services (with Sub-Categories):** Social, rehabilitative, health, special education, employment and training, and other services provided to help, maintain, or improve the well-being of clients.

**Counseling/Case Management:** Includes services related to outreach, counseling, case management, service advocacy, and coordination of multiple services provided by professionals or paraprofessionals.

**Day/Support Services:** Non-residential services such as rehabilitation, social support, custodial child care, and other supportive services.

**Diagnostic/Evaluation Services:** Specialized diagnostic & evaluation services. The evaluations include, but are not limited to, psychological, psychiatric, neuro-psychological & family assessments. Does not include treatment or casework, occupational, physical, or vocational therapies.

**Educational Services:** Services related to the education of clients/consumers. Includes Chapter 766 special education programs, adult education programs, outreach programs, GED, ESL, etc.

**Emergency Services:** Any service provided on an emergency basis regardless of the setting. May be residential, inpatient or outpatient health, crisis management, hotlines, etc.

**Employment & Training Services:** Services related to vocational training and job placement. Includes supported employment, job coaching, and other employment services.

**Health - Inpatient & Outpatient Services:** Medical services provided in an inpatient (hospital) or outpatient setting (includes psychiatric services).

**Residential Services:** Long and short term residential services, specialized residential services, i.e., homeless shelters, substance abuse shelters, battered women's shelters, foster care and overnight recreation services. Includes residential support.

**Social & Human Services, Other:** Comprehensive human/social services unable to be categorized elsewhere, as well as related services (such as client transportation or service management) needed to support or enhance purchased human and social services.

**Information Technology Equipment, Supplies & Services:** Computers, telecommunications, network design and development, and related hardware, software and services.

**Live Animals and Related Supplies & Services:** Live animals, veterinary services, feed, bedding and other associated supplies and services.

**Medical Supplies & Services:** Pharmaceuticals and related health care supplies including hospital furniture, treatment and monitoring equipment, and lab equipment.

**Office Equipment, Supplies & Services:** Office supplies, business equipment (excluding computers), office furniture, mailing and printing services, etc.

**Professional Services:** Managerial, legal, training, financial, research and writing, advertising, translation, travel, temporary clerical, and other professional and administrative services.

**Public Safety Equipment, Supplies & Services:** Firearms, ammunition, targets, fire-fighting equipment, first aid supplies, and other goods and services used by public safety organizations.

**Raw Materials:** Cotton, plastics, and other raw materials used in the manufacturing of furniture, binders, eyeglass frames, etc.

**Recreation/Education Supplies & Services:** Scholastic, vocational and audio visual equipment and supplies.

**Surplus Supplies & Equipment Disposal:** Surplus state property, supplies and equipment (excluding land and buildings).

**Vehicles & Other Transportation:** Motorized vehicles, gasoline, vehicle maintenance and related parts and accessories.

## Goods & Services Bulletin - Submittal Form

(To be completed if the department would like the advertisement to appear in the Secretary of State's Goods & Services Bulletin. Please note, the close date of the RFR is at least three weeks away.)

Department: \_\_\_\_\_

RFR Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

Description of RFR (Please limit to two sentences): \_\_\_\_\_

Estimated Rate: \_\_\_\_\_

Duration of Contract: \_\_\_\_\_

Bid Release Date: \_\_\_\_\_

Response Deadline Date: \_\_\_\_\_ Response Deadline Time: \_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_



## Comm-PASS Submission Checklist



RFR Name \_\_\_\_\_

RFR Submission Date \_\_\_\_\_

***Use the following check-list to ensure that your solicitation document is ready for submission:***

- ☐ I have used an approved software package to produce all of my documents and files.
- ☐ I have reviewed and applied the document formatting guidelines, and I have run spell check against my document.
- ☐ I have included the mandatory "Bidder Responsibility Language".
- ☐ I have included the mandatory "Bidder Modification Language".
- ☐ I have directed Bidders to the Standard Documents and Forms included on the Comm-PASS site.
- ☐ I have provided all necessary Bidder instructions regarding qualification requirements, additional information not available on Comm-PASS, etc.
- ☐ If submitting to OSD for posting, I have completed all sections of the *Comm-PASS RFR Submittal Form*.
- ☐ The document has been reviewed and approved by all appropriate department personnel prior to posting/submission.

***After submission, use the following check-list items to ensure that you complete the Comm-PASS solicitation and contract award notification requirements:***

- ☐ I have reviewed the information on the Comm-PASS site and the RFR is correctly displayed.
- ☐ I have reviewed the information on the Comm-PASS site and the summary information is correct and complete.
- ☐ I have reviewed the information on the Comm-PASS site and all of the necessary files were loaded to the site.
- ☐ I have provided OSD with a completed *Notification of Contract Execution Comm-PASS Submittal Form*, the RFR cancellation date, or information regarding an extension, within 60 days as required.

For more information about accessing and using Comm-PASS, you may call the **Help Desk at 1-888-MA-STATE**.

## Comm-PASS - Notice of Contract Execution Submittal Form

All items with an asterisks (\*) MUST BE FILLED IN to have this Contract posted in Comm-PASS.

Requested Posting Date: \_\_\_\_\_

Is this a Statewide Contract? Yes ☐ No ☐  
(i.e. Can this contract be used by all state departments?)

Department: \_\_\_\_\_  
(Department under which original RFR was posted in Comm-PASS)

Business Unit: \_\_\_\_\_  
(Business Unit under which original RFR was posted in Comm-PASS)

Category: \_\_\_\_\_  
(Category in which original RFR was posted in Comm-PASS)

Sub-Category: (if applicable): \_\_\_\_\_

Title\*: \_\_\_\_\_  
(Title of the original RFR)

This is an update to: Closed Solicitation Page ☐ Contract Page ☐

This update is to cancel a procurement: Yes ☐ No ☐ (If "Yes" please Update your Summary Language.)

Reference No\*: \_\_\_\_\_ Start Date\*: \_\_\_\_\_ End Date\*: \_\_\_\_\_  
(Original RFR Number posted in Comm-PASS) (Date Contract Begins) (Date Contract Expires - includes all options to renew)

Contract Summary (Modify the original RFR Summary Posting to reflect a Contract Award; use additional pages if necessary. )\*: \_\_\_\_\_

Contact Person (Contract Manager or department person to contact about contract - If more than one contact, please attach additional information.):

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_

Phone Number (Include area code)\*: \_\_\_\_\_ E-mail: \_\_\_\_\_

Postal Address\*: \_\_\_\_\_

### Contract Document Files\*:

Title: (What is this file? i.e. Evaluation Criteria, Process & Scoring, Bidder's List, etc.)	File Name (i.e. contract.doc, prices.exe, etc.)	What Software was File prepared in? (i.e. Word 6.0, Excel, etc.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

☐ Check here if you are including additional files for this Notification of Contract Execution posting (which are listed on a separate page).

☐ I have included all required information for posting a Notice of Contract Execution: 1. Detailed Contract Summary; 2. List of Successful Contractors, 3. Bidder's (Respondent's) List.

Additional Comments: \_\_\_\_\_

Name of Person Submitting Form: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

#### For OSD Use Only:

Enter in Comm-PASS by: \_\_\_\_\_ Date: \_\_\_\_\_

\*☐ File problems (and dates), and department contact information, if any, have been noted on back of this form.

Date: \_\_\_\_\_ Problem: \_\_\_\_\_ Spoke to: \_\_\_\_\_ Resolved Date: \_\_\_\_\_

